



METROPOLITAN CIVIL SERVICE COMMISSION

MINUTES

Date: July 14, 2020

Time: 8:30 a.m.

Place: This meeting took place via teleconference and was broadcast through the Metro Nashville Network, (MNN), on Nashville's Comcast Channel 3, AT&T U-verse Channel 99 and on the MNN Live Stream.

MEMBERS: William H. Farmer, R. Steve Corbitt, D. Billye Sanders, Jo Ann North, and Ethan Link

OTHER MEMBERS: Shannon B. Hall, Human Resources Director; Nicki Eke, Metro Legal Department Attorney

Chairman Farmer called the meeting to order. Chairman Farmer then notified the Commissioners that there will need to be a vote to deem the electronic meeting necessary to conduct essential business in light of the COVID-19 outbreak. Roll was called and Commissioners Corbitt, Sanders, Link and Chairman Farmer each voted to conduct the meeting electronically. Commissioner North did not vote on this item because her phone was muted.

Commissioner Corbitt made a motion to approve the June 9, 2020 Civil Service Commission meeting minutes. Commissioner Sanders seconded, and the Commission approved without objection.

Chairman Farmer acknowledged the following union representatives in attendance: Mark Young (IAFF Local 140), James Smallwood (FOP), and Brad Rayson (SEIU).

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(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
Emergency Communications			
Burrage, Jocelyn N.	Emer Telecom Off1	New Hire	06/22/2020
Gunn, Robert H.	Emer Telecom Off1	New Hire	06/22/2020
Minor, Katharine A.	Emer Telecom Off1	New Hire	06/22/2020
Moore, Rebecca D.	Emer Telecom Off1	New Hire	06/22/2020
Stanfield, Bailee G.	Emer Telecom Off1	New Hire	06/22/2020
Finance			
Kawawa, Tadayoshi C.	Finance Officer 3	Promotion	06/22/2020
Fire			
* Jones, Germain J.	Fire Fighter 2	Class Change	06/01/2020
*Class change from Fire Fighter 1 to Fire Fighter 2			
Human Resources			
Palmissano, Keven R.	Human Resources Analyst 3	New Hire	06/01/2020
Information Technology Services			
Holland, Cody L.	Information Systems Advisor 1	Department Transfer	06/29/2020
*Department transfer from Fire to ITS			
Parks			
Heilman, Christen A.	Specialized Skills Instructor	New Hire	06/05/2020
Police			
Ferrari, Amy L.	Admin Svcs Officer 4	Promotion	06/30/2020
Haskell, Reika Deminee	Crime Lab Forensic Scientist 2	New Hire	06/16/2020
Manfredi, Alyssa Jeanette	Crime Lab Forensic Scientist 3	New Hire	06/19/2020
* Swiger, Richard C.	Finance Mgr	Department transfer/Promotion	06/01/2020
Hernandez, Sharon L.	Police Operations Coord 1	Promotion	06/30/2020
*Department transfer from Finance (Finance Officer 3, OR5) to Police (Finance Mgr, OR9)			
Public Works			
Caler, Tamara L.	311 Call Center Specialist	Re-hire	06/01/2020
Davis, Kevin P. II	Equipment Operator	Promotion	06/29/2020
Fiddler, Caleb	Equipment Operator	Promotion	06/29/2020
Willeby, James D.	Equipment Operator	Promotion	06/29/2020
Comer, Thomas C.	Equipment Operator Senior	Promotion	06/15/2020
Melton, Timothy G.	Equipment Operator Senior	Promotion	06/15/2020
Webb-Fisher, Jerry J.	Equipment Operator Senior	Promotion	06/01/2020
Gillespie, Brandon R.	Maintenance & Repair Worker	New Hire	06/01/2020
Perez, Brian U.	Maintenance & Repair Worker	New Hire	06/01/2020
Jerrell, Dusten S.	Equipment Operator	Promotion	06/29/2020

Sheriff

Myatt, Chadwick W.	Correctional Officer Lieut	Promotion	06/20/2020
Eichstaedt, Brian K.	Correctional Officer Sergeant	Promotion	06/21/2020

Social Services

Huynh, Loan C.	Finance Admin	Promotion	06/29/2020
*Nell, Hannah M.	Program Spec 2	Vol Reduction in Salary Grade	06/01/2020
Hancock, Yuri L.	Special Projects Mgr	Promotion	06/01/2020

Voluntary Reduction in grade from Program Mgr 1 (OR4) to Program Spec 2 (ST8)*Water Services**

*Mclallen, John II	Administrative Srvs Officer 3	Dept transfer/Transition to CS	06/27/2020
*Morris, Thysckla	Administrative Srvs Officer 3	Dept transfer/Transition to CS	06/27/2020
Binkley, Michael D. II	Treatment Plant Mgr	Promotion	06/13/2020
Lawrence, John R.	Treatment Plant Mgr	Promotion	06/13/2020
Foster, Clint E.	Treatment Plant Shift Operator	Promotion	05/16/2020
Mcguire, Jason W.	Treatment Plant Shift Operator	Promotion	05/16/2020
Demarest, Dakota S.	Treatment Plant Tech 1	New Hire	06/13/2020
Lymon, Teryl L.	Utility Maintenance Spec 2	Promotion	06/13/2020
Miller, Shannon Elizabeth	Utility Water Qual Analyst 1	Promotion	06/13/2020
^Jordan, William E.	Treatment Plant Tech 1	Department Transfer/Promotion	06/13/2020

***Department transfer from NCAC to Water**

^ Department transfer from Parks (Maintenance & Repair Wkr, TG5) to Water (Treatment Plant Tech, TG8)

MOTION: After some discussion, Vice-Chairman Corbitt moved for approval of the Appointments as listed. Commissioner Link seconded, and the Commission approved without objection.

(C)TERMINATIONS/PENSIONS

NAME	CLASSIFICATION	TYPE	DEPARTMENT	DATE
Fitzgerald, Lauren E.	Admin Svcs Officer 3	Resignation	Arts Commission	06/12/2020
Sloss, Barbara E.	Admin Svcs Officer 4	Retirement	Codes	06/5/2020
Ray, Carlie Nicole	Emer Telecom Off1	Resignation	DEC	05/23/2020
Seddiqee, Kimberly Lynn	Emer Telecom Off1	Resignation	DEC	05/26/2020
Berry, Stephen A.	Special Projects Mgr	Retirement	Finance	05/22/2020
Lackey, Robert A.	Special Projects Mgr	Retirement	Finance	06/12/2020
Blankenship, Ryan A.	Emerg Medical Tech 2	Resignation	Fire	05/29/2020
Baltz, Thomas G.	Fire Captain	Retirement	Fire	06/15/2020
Henson, Barry R.	Fire Captain	Retirement	Fire	06/27/2020
Ford, Travis M.	Fire District Chief	Retirement	Fire	06/16/2020
Baggett, Larry Eugene Sr	Fire Engineer	Retirement	Fire	06/29/2020
Phelps, Kenny R.	Fire Engineer	Retirement	Fire	06/1/2020
McGaughy, Joslyn Laray	Probation Officer 3	Resignation	Juvenile Court	06/26/2020
Perry, Charles E.	Custodial Svcs Supv	Retirement	Parks	05/30/2020
Mccray, Michael D.	Recreation Leader	Dismissal	Parks	06/10/2020
Peck Dalee, Parrish C.	Recreation Leader	Resignation	Parks	06/2/2020
Thompson, Zoe S.	Recreation Leader	Resignation	Parks	06/5/2020
Johnson, David L.	Admin Svcs Mgr	Retirement	Police	06/30/2020
Jones, Sharill L.	Admin Svcs Officer 2	Resignation	Police	06/30/2020
Houk, Savannah E.	Crime Lab Forensic Scient 1	Resignation	Police	05/29/2020
Bowman, Blenda Flatt	Office Support Spec 2	Retirement	Police	06/30/2020
Johnson, Brian P.	Police Dpty Chief	Retirement	Police	06/30/2020
Whitaker, Blake A	Police Officer 1	Resignation	Police	06/2/2020
Anderson, Robert E.	Police Officer 2	Retirement	Police	06/15/2020
Higdon, Christopher L.	Police Officer 2	Resignation	Police	06/22/2020
Lutz, Blake J.	Police Officer 2	Resignation	Police	06/2/2020
Smith, Joseph W.	Police Officer 2	Retirement	Police	06/11/2020
Spoonemore, Jeremy T.	Police Officer 2	Resignation	Police	06/19/2020
Harrington, Exie M.	Circulation Assistant	Resignation	Public Library	05/28/2020
Nelson, Elizabeth C.	Circulation Assistant	Retirement	Public Library	05/31/2020
Wessels, Richard A.	Librarian 1	Resignation	Public Library	06/12/2020
Baucom, Jack R.	Equipment Operator	Resignation	Public Works	06/5/2020
Briggs, Jimmy L.	Maint & Repair Worker	Resignation	Public Works	06/26/2020
Owens, Myles B. Jr	Sanitation Worker	Deceased	Public Works	05/25/2020
Perkins, Ronald L.	Correctional Officer 1	Resignation	Sheriff	06/12/2020
Rollins, Michael Thomas	Correctional Officer 1	Resignation	Sheriff	06/4/2020
Wohrley, David M Jr	Correctional Officer 1	Resignation	Sheriff	06/23/2020
Chesser, Tanya Y.	Correctional Officer 2	Resignation	Sheriff	04/20/2020
Levy, Donald J	Correctional Officer Srgt	Retirement	Sheriff	06/26/2020
Birch, Kyle E	Engineer 2	Resignation	Water Services	06/9/2020
Hamilton Benjamin, Latrese	Service Rep 2	Resignation	Water Services	05/30/2020
Fitzgerald, Lauren E	Admin Svcs Officer 3	Resignation	Arts Commission	06/12/2020
Sloss, Barbara E	Admin Svcs Officer 4	Retirement	Codes	06/5/2020
Ray, Carlie Nicole	Emer Telecom Off1	Resignation	DEC	05/23/2020

MOTION: After some discussion, Vice-Chairman Corbitt moved for approval of the Terminations/Pensions as listed. Commissioner Link seconded, and the Commission approved without objection.

(D)ELIGIBILITY REGISTER REPORT

CLASSIFICATION	DEPT	ON LIST	TYPE	DATE	EST/ABOLISH
Specialized Skills Instructor-Dance	Parks	10	Open	6/1/2020	Establish
Correctional Officer Trainee	Sheriff's Office	18	Cont	6/1/2020	Establish
Police Officer Trainee	Police	55	Cont	6/1/2020	Establish
Program Specialist 3	Social Services	113	Open	6/2/2020	Abolish
Social Worker Senior	Social Services	15	Open	6/3/2020	Abolish
Utility Maintenance Specialist 2-Vactor	Water Services	2	Open	6/3/2020	Establish
Correctional Officer Lieutenant	Sheriff's Office	6	Dept	6/3/2020	Establish
Maintenance & Repair Supervisor-Signals & Signs	Public Works	5	Dept	6/8/2020	Abolish
Utility Water Quality Analyst 1	Water Services	94	Open	6/11/2020	Establish
Equipment Operator Sr. Roads & Waste	Public Works	14	Cont	6/11/2020	Establish
Crime Lab Forensic Scientist 2 - Drug ID	Police	45	Cont	6/15/2020	Establish
Utility Equipment Operator Sr-WS Backhoe/Trackhoe	Water Services	6	Open	6/16/2020	Establish
Correctional Officer 2	Sheriff's Office	45	Dept	6/16/2020	Establish
Maintenance & Repair Worker	Public Works	34	Cont	6/18/2020	Establish
IS Advisor 1-Police/Video Evidence	Police	31	Open	6/24/2020	Abolish
Customer Service Field Rep.-Recycling	Public Works	17	Open	6/25/2020	Abolish
Administrative Services Officer 3-Water Services	Water Services	49	Open	6/25/2020	Establish
Finance Administrator-Social Services	Social Services	5	Wide	6/26/2020	Establish
Police Operations Coordinator 2 - Chief's Office	Police	137	Open	6/30/2020	Establish

MOTION: After some discussion, Vice-Chairman Corbitt moved for approval of the Eligibility Register as listed. Commissioner Link seconded, and the Commission approved without objection.

HUMAN RESOURCE ITEMS**Item #1: Review Agreed Order of Dismissal- James Lamb, NFD – Suspension**

Joshua Thomas, Metro Legal Attorney and Dewey Branstetter, Attorney for Mr. Lamb, were both present before the Commission to discuss the Agreed Order of Dismissal.

MOTION: After some discussion, Vice-Chairman Corbitt moved to accept the Agreed Order. Seconded by Commissioner Sanders and Commissioners Corbitt, Link, and Sanders approved 3-0 without objection. Commissioner North did not vote on this item because her phone was muted.

Item #2: Review Initial Order-Appeal-Kimberly Forsyth, MNPD – Demotion

Cynthia Gross, Metro Legal Attorney and Kyle Mothershead, Attorney for Ms. Forsyth, were both present before the Commission to discuss the Initial Order/Appeal.

MOTION: After some discussion, Commissioner Sanders moved to overturn the Administrative Law Judge's Initial Order for a 20-day suspension for Ms. Forsyth and reinstate the original demotion by the MNPD. Seconded by Commissioner North and the Commission approved without objection.

Item #3: Open Range Increase for Metro Nashville Police Department – Crime Laboratory

Seth Waltenbaugh, HR Analyst and Cpt. Harmon Hunsicker, MNPD, were both present before the Commission to discuss the Open Range Increase for MNPD- Crime Laboratory.

MOTION: After some discussion, Vice-Chairman Corbitt moved to approve the Open Range Increase for MNPD – Crime Laboratory. Seconded by Commissioner North and the Commission approved without objection.

Item #4: Revision to the Civil Service Rules Ch. 7.10 Holiday Pay

Seth Waltenbaugh, HR Analyst, was present before the Commission to discuss the revision to the Civil Service Rule Ch. 7.10 Holiday Pay.

MOTION: After some discussion, Commissioner North moved to approve the revision to the Civil Service Rules Ch. 7.10 Holidays, which will increase the number of floating holidays that may be carried over to the next calendar year Pay from four (4) to five (5). Seconded by Vice-Chairman Corbitt and the Commission approved without objection.

Item #5: Job Descriptions Revisions- Metro Parks - Aquatics Coordinator

Mike Taylor, HR Assistant Director and Misty Adfield, Metro Parks, were both present before the Commission to discuss Job description revisions for Aquatics Coordinator.

MOTION: After some discussion, Commissioner North moved to approve the job description revisions for Aquatics Coordinator. Seconded by Commissioner Sanders and the Commission approved without objection.

Item #6: Job Descriptions Revisions- MNPD - Chief of Police

Mike Taylor, HR Assistant Director and John Buntin, Mayor's Office, were both present before the Commission to discuss Job description revisions for Chief of Police.

MOTION: After some discussion, Vice-Chairman Corbitt moved to approve the job description revision for Chief of Police. Seconded by Commissioner North and the Commission approved by a vote of 3-1 as follows: Chairman Farmer, Vice-Chairman Corbitt and Commissioner North, voted for the motion; Commissioner Sanders voted against the motion and Commissioner Link abstained.

Item #7: Job Description Revisions – Sheriff’s Office

- **Correctional Officer II**
- **Correctional Officer Lieutenant**
- **Correctional Officer Sergeant**

Mike Taylor, HR Assistant Director and Evin Bayliss, Sheriff’s Office HR, were both present before the Commission to discuss Job description revisions for Correctional Officer II, Correctional Officer Lieutenant and Correctional Officer Sergeant.

MOTION: After some discussion Vice-Chairman Corbitt moved to approve the job description revisions for Correctional Officer II, Correctional Officer Lieutenant and Correctional Officer Sergeant. Seconded by Commissioner North and the Commission approved by a vote of 3-2 as follows: Chairman Farmer, Vice-Chairman Corbitt and Commissioner North, voted for the motion; Commissioner Sanders and Commissioner Link voted against the motion.

Item #8: Administrative Law Judge Hearing Calendar

ACTION: Report Only

Item #9: Human Resource Update

Shannon Hall, HR Director advised the commission about the following updates: 2 new positions given to the HR Department by Council. Workforce Diversity Manager and Chief Diversity officer. HR will submit job descriptions and pay plan amendments at the next meeting.

Aaron Shelton, HR Analyst is moving to the HR Coordinator position at Parks.

ACTION: Report Only

Item #10: Communiqués from the public on pending hearings -None

ACTION: Report Only

Item #11: Appeal of Medical Disqualification, AJ, Applicant for Police Officer Trainee

Applicant AJ was not present. Civil Service Medical Examiner Gill Wright was present before the Commission to discuss the appeal. The Civil Service Medical Examiner recommended approval of the appeal.

MOTION: After some discussion, Vice-Chairman Corbitt moved to approve the request for waiver. Seconded by Commissioner Sanders and the Commission approved without objection.

Item #12: Appeal of Medical Disqualification, DR, Applicant for Police Officer Trainee

Applicant DR was not present. Civil Service Medical Examiner Gill Wright was present before the Commission to discuss the appeal. The Civil Service Medical Examiner recommended approval of the appeal.

MOTION: After some discussion, Commissioner Link moved to approve the request for waiver. Seconded by Commissioner Sanders and the Commission approved without objection.

Item #13: Appeal of Medical Disqualification, ES, Applicant for Police Officer Trainee

Applicant ES was not present. Civil Service Medical Examiner Gill Wright was present before the Commission to discuss the appeal. The Civil Service Medical Examiner recommended approval of the appeal.

MOTION: After some discussion, Commissioner Sanders moved to approve the request for waiver. Seconded by Commissioner North and the Commission approved without objection.

Item #14: Appeal of Medical Disqualification, JG, Applicant for Police Officer Trainee

Applicant JG was not present. Civil Service Medical Examiner Gill Wright was present before the Commission to discuss the appeal. The Civil Service Medical Examiner recommended approval of the appeal.

MOTION: After some discussion, Commissioner North moved to approve the request for waiver. Seconded by Commissioner Link and the Commission approved without objection.

Item #15: Appeal of Medical Disqualification, JM, Applicant for Police Officer Trainee

Applicant JM was not present. Civil Service Medical Examiner Gill Wright was present before the Commission to discuss the appeal. The Civil Service Medical Examiner recommended approval of the appeal.

MOTION: After some discussion, Vice-Chairman Corbitt moved to approve the request for waiver. Seconded by Commissioner Link and the Commission approved without objection.

Item #16: Appeal of Medical Disqualification, SG, Applicant for Police Officer Trainee

Applicant SG was not present. Civil Service Medical Examiner Gill Wright was present before the Commission to discuss the appeal. The Civil Service Medical Examiner recommended approval of the appeal.

MOTION: After some discussion, Vice-Chairman Corbitt moved to approve the request for waiver. Seconded by Commissioner Link and the Commission approved without objection.

Item #17: Appeal of Medical Disqualification, TC, Applicant for Police Officer Trainee

Applicant TC was not present. Civil Service Medical Examiner Gill Wright was present before the Commission to discuss the appeal. The Civil Service Medical Examiner recommended approval of the appeal.

MOTION: After some discussion, Commissioner Link moved to approve the request for waiver. Seconded by Vice-Chairman Corbitt and the Commission approved without objection.

Item #18: Appeal of Medical Disqualification, TM, Applicant for Police Officer Trainee

Applicant TM was not present. Civil Service Medical Examiner Gill Wright was present before the Commission to discuss the appeal. The Civil Service Medical Examiner recommended approval of the appeal.

MOTION: After some discussion, Vice-Chairman Corbitt moved to approve the request for waiver. Seconded by Commissioner Sanders and Commissioners Corbitt, Link and Sanders approved 3-0 without objection. Commissioner North did not vote on this item.

Late Item:**Item #1: Appeal of Medical Disqualification, HH, Applicant for Police Officer Trainee**

Applicant HH was not present. Civil Service Medical Examiner Gill Wright was present before the Commission to discuss the appeal. The Civil Service Medical Examiner recommended approval of the appeal.

MOTION: After some discussion, Vice-Chairman Corbitt moved to approve the request for waiver. Seconded by Commissioner Sanders and Commissioners Corbitt, Link and Sanders approved 3-0 without objection. Commissioner North did not vote on this item.

With nothing further, the regular meeting adjourned at 10:33 a.m.

ATTEST:

APPROVED:

Shannon B. Hall, Director
Secretary to the Commission

William H. Farmer, Chairman
Civil Service Commission